

**UNITED STATES BANKRUPTCY APPELLATE
PANELS OF THE TENTH CIRCUIT**

POSITION ANNOUNCEMENT

POSITION: STAFF ATTORNEY: The Bankruptcy Appellate Panel of the Tenth Circuit is seeking an attorney knowledgeable in the area of Bankruptcy law to serve as Staff Attorney. The Staff Attorney is a member of the Clerk's Office team and reports directly to the Clerk. The Clerk's Office is dedicated to providing friendly and efficient quality service to the bench, the bar, and the public. This position is located in Denver, Colorado.

STARTING SALARY: \$34,632 to \$56,100 per annum depending on qualifications and experience (mandatory direct deposit). Position generally does not require overtime. The option of a part-time position may be considered. Included is a full range of government benefits and a flexible and amiable office environment.

SUMMARY OF WORK: A broad range of duties including, but not limited to, the following: assisting the court with complex motion work, including conducting legal research on issues that form the basis for disposition of the case or motion, preparing memoranda, and presenting recommended dispositions, orally and in writing; cite checking and proofreading decisions of the Court for typographical, proofing, or grammatical errors, and ensuring consistency in the decisions of the Court; reviewing and preparing written analyses of statistical data; researching and preparing written analyses of new legislation; preparing oral or written legal analyses of substantive and procedural matters of concern to the Clerk or the Court; responding to telephone and written inquiries from the bar and public; maintaining the docket; attending Court sessions; assisting in training matters; participating in national projects and programs; and other duties as delegated or assigned.

QUALIFICATIONS: Graduation from an accredited law school and admission to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States; detail-oriented and accurate; excellent interpersonal and organizational skills; the ability to communicate complex issues in simple terms; an adaptable and affable nature; experience in the use of personal computers and a variety of applications. The following qualifications may affect the selection of an applicant, as well as determine the starting salary: progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school; knowledge of Bankruptcy law; knowledge and skill in the use of automated systems; demonstrated ability to work both independently and as an effective team member; prior experience in a federal or state court. Applicants must be a U.S. Citizen, or otherwise eligible for employment pursuant to Public Law No. 106-58, § 605.

APPLICATION PROCEDURE: Qualified persons are invited to submit a cover letter and current comprehensive resume including salary history. The position is open until filled. Applications will be considered beginning July 10, 2000. Applications should be directed to Lori Charlton, Personnel Specialist, U.S. Bankruptcy Appellate Panel, Byron White U.S. Courthouse, 1823 Stout Street, Denver, CO 80257, 303-844-2073. Only applicants selected for an interview will be notified. Reimbursement is not available for interview or relocation expenses. The Court is an Equal Opportunity Employer.